



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF JUSTICE  
**OFFICE OF THE GOVERNMENT CORPORATE COUNSEL**  
3rd Floor MWSS Administration Building, Katipunan Avenue  
Balara, Quezon City  
Tel. Nos. (02) 34363779 / (02) 79782044 • Fax No. (02) 34364475  
[www.ogcc.gov.ph](http://www.ogcc.gov.ph)  
[records@ogcc.gov.ph](mailto:records@ogcc.gov.ph)

### **NOTICE OF AWARD**

17 March 2025

**MR. DENIS V. BETITO**

*Authorized Personnel*

Punta De Fabian Resort Inc.

Manila East Road, Sitio Hangan, Brgy. Evangelista, Baras, Rizal

Contact No. 09352015543 / 02 83660329

Email: [puntadefabianresortinc@gmail.com](mailto:puntadefabianresortinc@gmail.com)

Dear Mr. Betito:

We are pleased to inform you of the Office of the Government Corporate Counsel's (OGCC) acceptance of **Punta De Fabian Resort Inc.'s Quotation** for the **Accommodation and Catering Services for the Conduct of OGCC ISO-QMS Organization and Core Teams Annual Planning Activity and Workshop on the Revision of Quality Policy Manual and ISO Related Systems and Procedures on 19 to 21 March 2025**, with a Total Contract Price of **One Hundred Sixty-Six Thousand Four Hundred Pesos (PhP166,400.00)**, inclusive of appropriate taxes and fees.

Kindly submit within three (3) working days from receipt of this Notice the copy of the Original signed Price Quotation Form, Authorization and certified true copies of the eligibility requirements.

Very truly yours,

  
**SOLOMON M. HERMOSURA**  
Government Corporate Counsel

Conforme:

  
**MR. DENIS V. BETITO**

*Authorized Personnel*

Punta De Fabian Resort Inc.

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Date Received: March 18, 2025

.....committed to uphold justice  
under the rule of law



# PUNTA DE FABIAN RESORT INC.

Manila East Road, Sitio Hangan, Brgy. Evangelista, Baras, Rizal

Email Address: [puntadefabian@yahoo.com](mailto:puntadefabian@yahoo.com)

Landline No.: (02) 8366-0329

CN 1075-03-005A

RECEIVED:

Supply and Property Section

By: [Signature] 3/24/25

Date: [Signature]  
Rosenita C. Mojano  
Administrative Officer

**DATE:** MARCH 13, 2025  
**ATTENTION:** OFFICE OF THE GOVERNMENT CORPORATE  
COUNSEL  
**THRU:** MS. JEZZLE RECTO  
**Contact Number:** (+63) 9178744360  
**Email Address:** [jezzle.recto@ogcc.gov.ph](mailto:jezzle.recto@ogcc.gov.ph)

Dear Ma'am/Sir,

Thank you for your interest in Punta de Fabian Resort. We are pleased to submit to you the following quotation for your event:

**I. RATES:** MARCH 19-21, 2025  
3DAYS & 2NIGHTS  
OGCC ISO ANNUAL PLANNING & WORKSHOP  
32 PERSONS

## COST BREAKDOWN:

### ACCOMMODATION/MEALS/FUNCTION

RATE PER HEAD PHP 2,400.00/head x 32 persons x 2 nights = PHP 153,600.00

#### ADDITIONAL FOOD

MARCH 19:

Lunch PHP 400.00/head x 32 persons = PHP 12,800.00

**TOTAL AMOUNT:** **PHP 166,400.00**

#### MEALS PACKAGE: Set of Meals

MARCH 19:

- Managed Buffet Lunch (2 Main Course, Vegetable, Rice, Dessert and Drinks)
- Plated PM Snacks (Pasta or Noodles with bread and Drinks)
- Managed Buffet Dinner (2 Main Course, Vegetable, Rice, Dessert and Drinks)



[Signature] [Signature] [Signature]



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## MARCH 20:

- Managed Buffet Breakfast (2 Main Course, Vegetable, Rice, Dessert and Drinks)
- Plated AM Snacks (Sandwich with Sides & Drinks)
- Managed Buffet Lunch (2 Main Course, Vegetable, Rice, Dessert and Drinks)
- Plated PM Snacks (Sandwich with Sides & Drinks)
- Managed Buffet Dinner (2 Main Course, Vegetable, Rice, Dessert and Drinks)

## MARCH 21:

- Managed Buffet Breakfast (2 Main Course, Vegetable, Rice, Dessert and Drinks)
- Plated AM Snacks (Sandwich with Sides & Drinks)
- Managed Buffet Lunch (2 Main Course, Vegetable, Rice, Dessert and Drinks)

## MEETING AMENITIES / CONCESSIONS

- Room Accommodation
- Use of Function Hall (RIZAL FUNCTION HALL)  
CHECK IN: UPON ARRIVAL OF THE GUEST  
CHECK OUT: AFTER DINNER 8:00 PM
- Use of Audiovisual Equipment (Basic Sound System, Projector, White Screen & Board, Etc.)
- Overflowing Coffee with Candies (Function Hall Only)
- Pad, Pens and Pencils
- Free Tarpaulin 3x5FT
- Wi-Fi Access (Limited Area)
- Cable Television
- Free Use of Team-building Area & Facilities (with maze)
- Free Use of Outdoor Facilities (Swimming Pool, Jacuzzi, Basketball Court, Etc.)
- Free Use of Indoor Facilities (Vide-oke, Darts, Billiards, Etc.)  
➤ VIDEOKE NO TIME LIMIT
- Free Parking
- 24- Hour Security

## II. CHECK-IN / OUT GUIDELINES.

**DAY TOUR** - Standard check-in time is at 8:00 AM. Check-out time is at 5:00 PM

**OVERNIGHT** - Standard check-in time is at 2:00 PM. Check-out time is at 12:00 NN.

### For Check-in

Upon arrival at the resort, all room keys will be forwarded to the front desk, based on the room list submitted before the function. The front desk shall then distribute all keys to the participants. The participants should sign the room list, which serves as the registration for the whole group, upon receipt of the room key. After which the accomplished room list should be surrendered to the receptionist after all keys have been given to the participants. In case of lost keys, shall therefore be charged to the accountable person.



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**Minimum guarantee is at 32 persons. In case of no-show, minimum guarantee of 32 persons will still be charged.**

### III. BILLING ARRANGEMENTS

For Government Offices, Send Bill Arrangement are possible. Full Payment base on total contract price and possible incidental charges incurred during actual day/s of function should be settled Thirty (30) days after receipt of billing.

For Private Companies, we require fifty percent (50%) down payment upon confirmation. The balance of fifty percent (50%) **must be settled 7 days before the booked date**. Other incidental charges outside the total package should be settled before check-out of the resort. If paying by

corporate cheque, please make check payments payable to **PUNTA DE FABIAN RESORT, INC.** Personal cheques are not accepted.

For groups, incidental charges outside of the total package will be charged to personal accounts of participants, unless otherwise countersigned by the group's authorized signatory.

Full Payment upon Check-In. We prefer and requires cash payments or bank transfer. However, if paying by company check, please make check payments payable to **PUNTA DE FABIAN RESORT, INC.** Personal checks are not accepted.

**If bank-to-bank transaction you can send you payment through online. Please see details below for your reference.**

**Bank** : CHINA BANKING CORPORATION  
**Account Name** : PUNTA DE FABIAN RESORT INC  
**Account Number** : 2410-018-211  
**Branch** : XAVIERVILLE AVE.

### IV. CANCELLATION POLICY

No last-minute cancellation will be allowed upon contract signing due to short lead time.

### V. CONFIRMATION CUT-OFF

Please confirm reservations on or before 3:00 Pm – MARCH 14, 2025 by sending the contract back to us.

### VI. NO-SHOW CHARGE

In case of failure on the part of the CLIENT to cancel the Contract and fails to appear on the scheduled reservation dates, a no-show charge equivalent to ONE HUNDRED PERCENT (100%) of the total package shall be charged against any opportunity lost as well as any expenses incurred in the preparation of the RESORT in anticipation of the reservation made by CLIENT.



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## VII. WAIVER OF LIABILITIES

1. The RESORT shall not be liable for any loss, damage or injury to the CLIENT, members of his family, employees or guests arising from or due to the failure of the CLIENT, members of his family, employees or guests to comply with the reasonable rules and regulations of the resort.
2. The CLIENT agrees that their safeties as well as that of the members of his family, employees and guests are its sole responsibility. The CLIENT shall at all times ensure his safety and well-being and that of members of his family, employees and guests. In view thereof, the CLIENT shall hold the RESORT free and harmless from any loss, damage or injury caused thereby.
4. The RESORT reserves the right, without liability on its part to assign an alternative function room should the function room indicated in the contract be not available due to repairs or for any reason whatsoever. Any such assignment shall be deemed by the CLIENT as full performance of RESORTS obligations under the contract.

## VIII. DAMAGES

1. CLIENT hereby agrees and understands that it shall be liable for any damage, loss or injury to the RESORT its properties or facilities, or to other RESORT guests or third persons due to CLIENT'S fault or negligence or that of the members of his family, employees, servants or guests.
2. CLIENT shall be liable to the RESORT for failure to comply with any provisions and obligations under the Contract or any amendment thereto, in addition to any rights that maybe available to the RESORT under law
3. **Force Majeure** – Both parties shall not be liable for failure to comply with this agreement due to force majeure including but not limited to: labor disputes, natural disaster or other causes beyond the control of both parties.
4. **NO REFUND POLICY BUT CONSUMABLE** – All payments paid to PUNTA DE FABIAN RESORT INC. are non-refundable; however, they are consumable. A payment cannot be refunded or returned once it has been processed. On the other hand, consumable services and goods are only good for a year after the date of purchase or reservation. However, the client has to have the proof of payment when they decide to use it.
5. **CANCELLATION FEE** – Ten percent (10%) of the total contract amount will be charged if the client demands a return of the money before the reservation date. This amount covers any damages.

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## IX. HOUSE RULES AND REGULATIONS

1. All guests must register at the Reception Desk; persons found beyond the reception area and not duly registered shall be charged the corresponding entrance fee.
2. No cars will be allowed to park in front the cottages, all vehicles must be parked at the designated area near the reception whether self-driven or with driver. Guests with drivers or with disability may be dropped off inside the Resort, however, drivers/companions must return to the reception area thereafter.
3. Smoking inside the rooms shall not be allowed. Storage or highly flammable goods within the RESORT without the prior consent of the RESORT shall also be prohibited.
4. Children below the age of twelve (12) years old should be accompanied by adults at all times. Children should never be left unattended. The RESORT shall not be held responsible for any injury arising from the failure of the parents or guardians to ensure the safety of their children or wards within the RESORT premises
5. Guests availing of the RESORT'S pool; facilities shall wear the proper swimming attire which shall be swimming trunks for males and bathing suits for female. Guests not wearing the proper swimming attire shall not be allowed to use the pool facilities.  
RESORT hereby informs the CLIENT that there are no lifeguards on duty at the pool area. Thus, the safety of CLIENT and that of the members of his family, its employees and guests shall be the sole responsibility of the CLIENT. Thus, the RESORT shall not be liable for any death, injury loss or damage arising from the failure to CLIENT to ensure the safety of the above enumerated persons.
6. Possession of illegal or prohibited drugs shall not be allowed within the RESORT premises. The RESORT shall apprehend, detain and deliver to the proper authorities anybody found in possession of such illegal prohibited drugs.
7. Possession of firearms and other deadly weapons shall not be allowed within the RESORT premises. Any person in possession of firearms and/or other deadly weapons shall, without need of demand, be obliged to surrender to the RESORT or any of its duly authorized representatives such firearms and deadly weapons before he is allowed entry into the RESORT. The RESORT shall not be liable for death, injury, loss or damage arising from the use of any firearms or other deadly weapons by any person who enters into the resort, without the knowledge or consent of the RESORT without surrendering any firearm or any deadly weapon.
8. We preserve the cleanliness of our environment and surroundings; please dispose of your trash properly.
10. The resort offers a wide selection of recreations and sports facilities, our receptionist / duty manager on duty will be on hand to assist you with your requirements.
11. The resort's main gate opens at 7:00 AM and closes at 12:00 AM. The RESORT shall employ guards who would patrol the area 24 hours a day.
12. Toddlers up to two (2) years old are free of charge; for children below four (4) feet, children's rate may be applied.
13. Bribery in any form is strictly not tolerated and discouraged within the premises of the resort.



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***The Resort reserves the right to refuse entry to persons and/or demand immediate exit from the Resort for non-compliance to the above Rules and Regulations.***

Should all the above requirements meet with your approval, please call the office on or before your cut-off date for confirmation? A final contract will be sent at your office for your signature. However, should you have further requirements and clarifications, please do not hesitate to discuss it with us.

Again, thank you and we look forward to welcoming you and your group to Punta de Fabian Resort.

Prepared by:

  
**DENIS BELITTO**

09352015543

02-8366-0329

Noted by:

  
**ROBEL JOSEPH PUMARADA**

General Manager

02-8366-0329

Conforme by:



**SOLOMON M. HERMOSURA**

~~SIGNATURE OVER PRINTED NAME/DATE~~





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### **NOTICE TO PROCEED**

18 March 2025

**MR. DENIS V. BETITO**

*Authorized Personnel*

Punta De Fabian Resort Inc.

Manila East Road, Sitio Hangan, Brgy. Evangelista, Baras, Rizal

Contact No. 09352015543 / 02 83660329

Email: puntadefabianresortinc@gmail.com

Dear Mr. Betito:

Notice is hereby given to **Punta De Fabian Resort Inc.** to commence with the **Accommodation and Catering Services for the Conduct of OGCC ISO-QMS Organization and Core Teams Annual Planning Activity and Workshop on the Revision of Quality Policy Manual and ISO Related Systems and Procedures on 19 to 21 March 2025**, according to the terms and conditions of the attached Contract/Purchase Order and as indicated in the Request for Quotation scheduled on 19-21 March 2025.

Please acknowledge receipt and acceptance of this notice by signing both copies<sup>1</sup> in the space provided below.

Very truly yours,

  
**SOLOMON M. HERMOSURA**  
*Government Corporate Counsel*

I acknowledge receipt of this Notice on March 18, 2025.

Name of Representative of the Bidder: **MR. DENIS V. BETITO**

  
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<sup>1</sup> Keep one copy and return the other to the Office of the Government Corporate Counsel.